

**City of Manchester, New Hampshire
Board of Fire Commissioners**

Minutes of the Regular Monthly Meeting

Date: Tuesday, March 11, 2014

Location: Central Fire Station-100 Merrimack Street

Board Members Present: Commissioners Paul Harrington, Timothy DiVenuti, Anthony Puzzo. Commissioner Perry and Burns-absent. The meeting was called to order at 8:33 am.

Present: Chief Burkush, District Chief O'Reilly and Linda Miccio. Deputy Campasano, Deputy Goonan and Jody Rivard-absent. Representing Local 856, President Jeff Duval.

A moment of silence was observed.

Minutes of the Previous Meeting:

Motion to accept minutes – DiVenuti/Puzzo

Correspondence:

Division Reports:

Chief Burkush reported on the following:

- FY 2014 budget is currently tracking (\$150,000.00) shortfall.
- Follow-up meeting with Mayor Gatsas on 3-18-14 to discuss FY 2015 Budget
- Acknowledge the passing of retired Fire Chief John Lydon, Roland Lessard and Maurice Dionne
- Call volume is up by 350 calls from last year
- Preventative measures are underway to combat bed bugs
- MOAB training ongoing
- Lt. Kevin Healey is updating the EOC

Training Division Report:

See attached report.

Deputy Chief Goonan reported on the following:

- Absent – no report submitted.

Fire Prevention Bureau Report:

See attached report.

Communications Report

- Absent – no report submitted.

Old Business:

None to discuss.

New Business:

Next meeting scheduled April 8, 2014 8:30 am

Executive Session: Commissioner Tim DiVenuti announced that the Board of Fire Commissioners was going into executive session.

Adjournment: 9:10 am Chief Burkush, District Chief O'Reilly, Business Administrator Linda Miccio and Local 856 President Jeff Duval adjourned.

Transcribed by Linda Miccio

Respectfully submitted,

Verna Perry, Commissioner

DIVISION REPORT

DEPUTY CHIEF CAMPASANO

MARCH 11, 2014

TRAINING DIVISION

EMPLOYEE SELF-DEVELOPMENT

Department personnel participated in the following training programs offered through the Training Division:

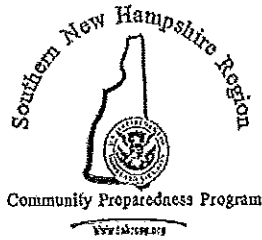
▪ Managing Aggressive Behavior 8 classes 164 attendees 246 contact hours

IN-HOUSE COMPANY TRAINING PROGRAM

Companies continue to formally document their company level in-house training. January training hours for each company:

▪ Station 2.....	10.25 hours
▪ Station 3.....	17.50 hours
▪ Station 4.....	00.00 hours
▪ Station 5.....	23.00 hours
▪ Station 6.....	09.00 hours
▪ Station 7.....	00.00 hours
▪ Station 8.....	21.00 hours
▪ Station 9.....	11.00 hours
▪ Station 10	21.50 hours
▪ Engine 11	18.00 hours
▪ Truck 1	26.00 hours
▪ Rescue 1.....	00.00 hours

The average training hours per company for the month of January were 13.10 hours. The average training hours per company for the month of January were 13.28 hours.



**Minutes of the Southern New Hampshire Region
Community Preparedness Program Committee Meeting**
Held on February 25, 2014
At the Southern New Hampshire Planning Commission Offices,
438 Dubuque Street, Manchester, New Hampshire

MEMBERS PRESENT

Jillian Harris	-	SNHPC, Secretary
Fred Heinrich	-	Londonderry Fire Dept.
Nick Campasano	-	Deputy Chief, Manchester Fire Dept., EMD
Ray Brown	-	Assistant EMD, Town of Derry
George Klauber	-	Fire Chief/EMD, Town of Derry

1. WELCOME AND MINUTES

Ms. Harris welcomed everyone to the Southern New Hampshire Region Community Preparedness Program meeting at 9:10 AM. The minutes of the November 18, 2013 meeting were deferred to the next meeting due to low attendance.

2. Vote to Approve the SNHRCPP Rules of Procedure

The approval of the SNHRCPP Rules of Procedure was deferred to the next meeting due to low attendance and the absence of a quorum as defined in the draft rules.

3. NE Regional Catastrophic Preparedness Initiative – Regional Disaster Housing

Ms. Harris introduced Scott Nichols, Regional Catastrophic Planner with NH HSEM. Mr. Nichols presented an overview of the New England Regional Catastrophic Preparedness Initiative (NERCPI), which conducted research and developed several documents related to Disaster Housing including:

- Disaster Housing Capabilities Assessment
- Regional Disaster Housing Annex
- Pre-Disaster Housing Stock Profile and Post-Disaster Strategies
- Disaster Housing Best Practices Study
- NERCPI MassCare Best Practices

Ms. Harris will distribute these documents via email to the committee in between meetings.

representatives send him any key contacts they should target for this program. Mr. Campasano suggests targeting grocery stores, restaurants, etc...that are important for addressing the food supply issue following an emergency or disaster.

6. NEXT STEPS

Ms. Harris will send a follow-up email to the committee with materials and documents related to the presentations given at the meeting.

NEXT MEETING

The next meeting of the SNHRCPP committee will be held on May 27, 2014.

ADJOURNMENT

The meeting was adjourned at 10:42 AM.

Vulnerable threat zones are identified for critical facilities: The software uses the total population of the census tract and the midpoint of the tract

2) Velcro Facility: Cold clear night

3) EPD facility: Hot summer humid air, night

4) Osram facility (HF Facility): Hot summer day cloudy humid air

Other chemicals of concern: NaOCl, H₂SO₄, HNO₃

Other considerations- terrain, catch basins etc., topography

Reporting Outreach:

Todd Suggested- using Dwight Peavey EPA Region I for training

Who is reporting and who is not... (A list of Tier II, TRI and RMP facilities was handed out at the meeting)

Presidential Executive Order: 'EPCRA is not working...'
Increased data sharing and mining between Federal and other agencies
Hydrofluoric acid (HF) establishments are required to reach out to hospitals and EMS for the antidote

Other targeted facilities for outreach and planning, regardless of mandate to report

- Propane tanks
- Pool chemical suppliers
- Consumer quantity exemptions
- Agricultural exemptions

Reporting and translation to Planning and Response: MFD explained how knowledge of chemical stores determines the appropriate response: We may let a section of the business burn down as it will denature itself but having the conversation ahead of time so that they understand why part of the building will be left to burn.

Todd has offered to provide training on emergency planning to businesses and the recent experience in WV should be capitalized upon.

Start with the facilities and the response plans and then graduate to outreach and planning and sharing some best practices. Find one or two examples to hold out as examples of doing things well. Pick one or two facilities and review plans, look at floor plans, contacts and capacity.

Next Steps---

Vulnerability Assessment finalization

Strategic Planning--- Short, Medium and Long range goals-

Workshops and Outreach--- Do they know they have to or even should report and are there fines?

Annual Report for the Manchester Board of Mayor and Alderman including a list of businesses that are active in the planning process

Next Meeting is on February 20th @300pm at the Manchester Fire Department

City of Manchester
Local Emergency Planning Committee
(MLEPC)

Agenda

February 20, 2014
3:00 PM

Manchester Fire Department
100 Merrimack St.
Manchester, NH 03101

- I. Welcome and Minutes
 - Deputy Chief Nick Campasano, Chair
- II. Tier II Approvals
 - Denise Vallee and Nick Campasano, Manchester Fire Dept.
- III. Emergency Response Capabilities and Planning
 - Deputy Chief Nick Campasano, Chair
- IV. EHS 101 Workshop Coordination
- V. Next Steps, New Business and Events
 - Date for Next Meeting
- VI. Adjourn

~All MLEPC Meetings are open to the public. For questions, special accommodations or directions, please call Jillian Harris, SNHPC 669-4664, jharris@snhpc.org ~

Meeting minutes for the 1/16/14 meeting of the Manchester Local
Emergency Planning Committee

Members in Attendance:

Deputy Chief Nick Campasano, Manchester Fire Department; Phil Alexakos, Manchester Health Department; Jillian Harris, Southern NH Planning Commission; Rick Daniels, Irving Oil Corp., Rick Plourde, PSNH; Lt. Bob Field, Manchester Fire; Chris Crowley, Manchester Environmental Protection Division; Susan Brown, NYCOA; Todd Dresser, Loureiro Engineering Associates; Amy Kizak, Southern NH Planning Commission

Meeting was called to order at 3:10pm by Chief Campasano

Recent Training:

There was a standing room only 208 people which attended the EPA Sponsored Tier 2 training at MHD on January 8, 2014.

Ongoing Planning:

Hazardous Materials Transportation Vulnerability Assessment Report Part 1--- was done in the Fall of 2013 including the Commodity Flow Study (transportation) and now the Hazardous Materials Vulnerability Assessment which extends to include facilities

- 1) Critical Facilities
- 2) Environmentally Sensitive Areas
- 3) Vulnerable Populations

Tools used: GIS, CAMEO, ALOHA, MARPLOT based on transportation routes in Tier 2 and NH DES reports

FUTURE efforts: overlay of the threat zones for planning purposes

Using Truck Transportation routes and 6 chemicals of concern for our area

8 Planning Assumptions:

Hot summer: day/ night, cloudy/ clear

Cold winter, day/ night, cloudy, clear

Other variables: Evaporating puddle, concrete ground, air and ground temperatures are the same, largest quantity on file

8 maps per site

Worst case examples:

- 1) Electropac facility

Hot sunny summer humid

Three zones

AEGL (General public) vs. PEL which standard are we using?? Bob mentioned 'what is the difference' there was consensus that we should use the most protective limit

CAMEO has a three zone default

1/10 of the IDLH is the evacuation zone

Red, orange, yellow color coded system

Mr. Nichols discussed the differences between sheltering versus disaster housing. Sheltering involves providing all basic needs (food, shelter, water, etc...) whereas disaster housing involves either physical or financial assistance for housing only. Mr. Nichols discussed hazards for the New England region and that a large-scale earthquake is most likely the biggest threat for this region. Also discussed were recovery related topics such as building permitting, health department waivers, and ID verification techniques for medication distribution.

Mr. Heinrich asked if food supply was addressed in this planning effort? Grocery stores typically have a 3 day food supply and this is a big concern for local response and recovery efforts. The State is currently considering several different strategies to address this topic, including agreements with state grocery distributors and models such as a Commodities Point of Distribution (CPOD).

Mr. Klauber and Mr. Heinrich discussed possible strategies with local food suppliers, grocery stores and restaurants whereas "day old bread" and other food that is still good but may be past expiration dates could still be used to distribute food to shelters. In the past there have been grocery stores throwing away large quantities of food that is still ok to eat because of health regulations. Are there other examples/models in the country of waivers for this type of thing during an emergency or disaster?

Mr. Nichols discussed models in the southern United States where there are MOU's or mutual aid agreements with faith-based organizations and CERT teams who will provide food/shelter during (at least) the first 48 hours after an emergency or disaster. This provides the Red Cross and local communities time to evaluate the needs and mobilize resources to respond when needed after the initial 48 hours.

Mr. Nichols discussed the possibility of moving towards host state agreements and the rapid repair program versus previous strategies that included FEMA trailers.

4. Red Cross Ready Rating Program

Mr. Ian Dyar, Regional Disaster and Program Officer at the Red Cross presented information on the Red Cross Ready Rating Program. FEMA Corps. is currently in the State of New Hampshire working with the Red Cross to help businesses, schools, hospitals, etc... to develop a business continuity plan. This program includes scoring to determine a baseline rating on readiness and planning for a business, which they can work to improve upon by taking certain preparedness actions and planning steps. Currently they are trying to focus on smaller businesses because they have a higher likelihood of being unable to recover following an emergency or disaster and going out of business.

Mr. Klauber suggests presenting the program to the local chamber of commerce in order to target small business in the community. Mr. Dyar asks that community

HOMELAND SECURITY

Minor troubleshooting work continues on the Zetron station alerting system. Minor glitches continue to pop up, however, our communications technicians working with Information Systems Department personnel have been able to find the root causes and correct.

Intertech Associates has been delivering the design specifications sections for the radio replacement project. These sections will be reviewed and formatted to form the Request for Proposals, which the city will release in before the end of the month.

EMERGENCY MANAGEMENT OPERATIONS

LOCAL EMERGENCY PLANNING COMMITTEE

The minutes from the January meeting are attached to this report. The LEPC met on February 20th and a copy of the agenda is attached to this report. The committee reviewed the current status of Tier II reporters on the department's Tier II manager program. Discussion was held on hosting a workshop in May for Manchester businesses to review Federal EPCRA requirements and basic emergency planning principles. A representative from Loureiro Engineering Associates has volunteered to assist in that project. The next meeting is scheduled for April 17th. All LEPC meetings are open to the public.

SOUTHERN NEW HAMPSHIRE REGION COMMUNITY PREPAREDNESS PROGRAM

The committee met on February 25th at the Southern New Hampshire Planning Commission offices. A copy of the minutes of that meeting is attached to this report. A presentation on the NE Catastrophic Preparedness Initiative was made by Scott Nichols of NH HSEM. This presentation dealt with regional disaster sheltering. Following that presentation, Mr. Ian Dyer, Regional Disaster and Program Officer of the Red Cross presented information on the Red Cross Ready Rating program. He also introduced the FEMA Corps team who will be conducting preparedness assessments with local Manchester businesses in the upcoming weeks.

MANCHESTER EMERGENCY SHELTER COMMITTEE

The pet sheltering committee met on February 24th and discussed the equipment needs of providing shelter to evacuee's companion animals. Domenic DiNatale, Director of NH Citizen Corps, attended the meeting and provided the group with details on specialized pet shelter supply trailers. The committee will be exploring several grant programs in an attempt to increase the availability of pet shelter supplies.

EMERGENCY MEDICAL SERVICES

AMBULANCE CONTRACT

The department continues to meet with AMR and the medical resource hospitals for monthly quality review meetings. The next meeting is scheduled for March 13th. The outfitting of six new ambulances with department radios and contractor-supplied mobile data terminals has been completed. Issues with receiving calls for service from AMR's Massachusetts dispatch center are being discussed and potential solutions identified.

Fire Commission Meeting
Report from the Fire Prevention Bureau
Tuesday March 11, 2014; 8:30am

Inspection activity data:

Selected inspection data taken compiled from entries made in Fire House for the year 2014.

Plan reviews, site, fire protection and sprinkler reviews – 117

Inspections general (code 200) – 39 inspections. Examples would be Manchester Mental Health facilities, gas stations, etc.;

Certificate of Occupancy Inspections – 246 New or existing business, change of use, name, entity, business license, construction issues, etc.;

Fire Alarm System Hazard Reports – 185

Place of Assembly Inspections – 212

Life Safety Inspections for community residences, Life Share, Moore Center Services, etc. – 41

State of NH Foster Care Inspections – 47

Recreational Fire Permit Site Inspections – 76

Night club overcrowding & compliance checks, Neighborhood Enhancement Team, School inspections, complaints, consultations for fire evacuation and relocation plans, assembly, occupancy analysis, etc.; – 271

1234 total inspections.

Edward O'Reilly
Chief of Fire Prevention
Manchester NH

City of Manchester, NH
Board of Fire Commissioners
Meeting Agenda

Scheduled Meeting Date: Tuesday, March 11, 2014

Scheduled Time & Place: 8:30 am – Central Fire Station

Agenda Items:

- A. Moment of Silence
- B. Minutes of Previous Meeting
- C. Reports for the month (distributed at meeting)
 - 1. Current Roster
- D. Correspondence:
 - 1. Letter of appreciation from James H. Thomforde, Sr. – Wiggins Airways.
 - 2. Condolence note from the family of John Lydon, retired Fire Chief.
 - 3. Condolence note from the family of John Lydon, retired Fire Chief.
 - 4. Letter of appreciation from Michael Tierney.
- E. Division Reports:
 - 1. Report from Chief James Burkush.
 - 2. Report from Deputy Chief Nicholas Campasano.
 - 3. Report from Deputy Chief Daniel Goonan.
 - 4. Report from District Chief Ed O'Reilly.
 - 5. Report of the Communications Division.
- F. Local #856 and/or MAFS business:
- G. Old Business
- H. New Business
- I. Executive Session (if warranted)



February 12, 2014

Chief James A. Burkush
Fire Department
City of Manchester
100 Merrimack Street
Manchester NH 03101

Dear Chief Burkush:

The purpose of this letter is to commend you and your professional staff for the outstanding service we received from your Department during the recent inspection of our new \$3 million dollar hangar addition at the Manchester-Boston Regional Airport. Your team, led by Deputy Fire Marshal Peter Lennon and Superintendent of Communications Jody Rivard, were extremely thorough and conscientious while delivering excellent customer service to all those involved in the project.

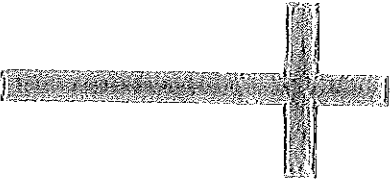
Thank you and Deputy Chief Daniel Goonan for meeting with our management team and explaining the inspection process. Thank you for listening to and addressing our questions and concerns. We appreciate the final positive outcome of the inspection and the professional approach of your fine team.

Sincerely,
Wiggins Airways, Inc.

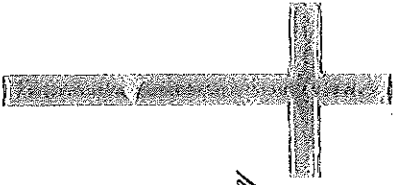
James H. Thomforde, Sr.

C: Honorable Mayor Theodore Gatsas

1 Garside Way
Manchester, NH 03103-4920
Tel (603) 629-9191
Fax (603) 669-8708



During the time of sorrow we learn
how much our friends really mean to us.
Your expressions of sympathy will
always be treasured.



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Thank you on
behalf of
John R Lydon

Janie
Thank you on behalf
of John R. Lydon, -
George J. M.

Carpenter Center apt 608
Manchester, NH.
03101

Dear Chief Burkush,

I'm writing to thank your Emergency Firemen that was on duty the Early morning of Wednesday 2/26/14 at 1 AM for their Kindness and Professionalism shown me at the Carpenter Center apt 608.

I do know you must take Pride in all your Emergency Firemen as well as the Other Firemen.

I would appreciate you telling all that I returned to my apartment Thursday at 8 PM 2/27/14 and all went very well.

I Have to Correspond with my Primary Care Doctor at the U.A. for future Care.

I'm Very Thankful to all and I won't forget how you and your Professional Firemen respond to all Manchester Citizens, Specially to an Old Man of 80. All Manchester should be very Proud.

Sincerely
Michael Tierney

No.	ENGINE CO. 2		ENGINE CO. 3		ENGINE CO. 4		ENGINE & TRK. 5		ENGINE & TRK. 6		ENGINE & TRUCK 7		DIST. CHIEFS	
	Name		Name		Name		Name		Name		Name		Name	
1	Kafepelis, Lt. Nicholas		Goley, Lt. Jeff		Battay, Lt. Mark		O'Rourke, Lt. Daniel		Plante, Capt. Richard		Fluey, Lt. David		Poulin, Alfred DC	
11	Doucet, Mark		Simote, David		Clement, Richard		Ducharme, Roland		Wong, Kenneth		Provancher, James			
21	Brackett, Adam		Denholm, Kurt		Brassard, Paul		Provost, L. Christian		Ouellette, Ryan		Grover, Christopher			
31	Robert, Joseph						Brassard, Scott		Ellison, Christopher		Mills, David			
41											Boudreau, Lt. Peter			
51											Charpentier, Joshua			
											Knight, Lt. Kevin			
2	Pierson, Capt. Charles		Fosher, Lt. Jon		Burkush, Capt. John		Smith, Lt. Mike		Allard, Lt. Michael		Roy, Lt. Leo		Corbeil, R. DC	
12	Devan, William		Paradis, Normand		Lawrence, Peter		Semiska, Robert		Deleault, Matthew		Aboshar, Jeffrey		Pelletier, M. DC	
22	Bourhietre, Adam		Starr, Hayden		Biron, Robert		Morin, Charles		Quick, David		Simmons, Ryan			
32	Roy, Edward						Ducharme, Gary		Shea, Matthew		Lang, David			
42											Jay, Lt. David			
52											Montee, Todd			
3	Sullivan, Lt. Daniel		Soderberg, Capt. Kris		Jette, Lt. Glenn		O'Neil, Capt. Brian		Ameen, Lt. Ed		Beaudet, Lt. Bob		Gamache, Michael DC	
13	Allen, Kelly		Grace, Justin		Garity, Patrick		Boucher, Paul		Gamache, Richard		Janelle, Kirt			
23	Lescatre, Michael		Kelliher, Patrick		Pinard, Brian		Fitzgerald, Ryan		Robinson, Gabriel		Morgrigo, Timothy			
33	Franggos, Danny						Shelton, Jason		Swirko, Timothy		Ouellette, Jeffrey			
43											Nelson, Lt. Ken			
											Principe, TJ			
53											Lemay, Lt. Brian			
4	Gosselin, LT Robert		PARISEAU, LT		Brassard, Lt. Michael		Paquette, Lt. Brian		Desruisseaux, Lt. S		McGahey, Capt. Richard		Michael, DC James	
14	Biron, Joseph		Georgiana, Wayne		White, William		McCafferty, Joseph		Welch, Robert		Laberge, Dan			
24	Rumfelt, John		Koslowsky, Jay		Osburn, Matt		DeLahanty, Brian		McCulloch, Nikolas		Perkowski, Gary			
34	Swanson, Michael						Millard, Carl		Fauchet, Tom		Maylone, Robert			
44											Proulx, Lt. Ken			
											Hood, Brad			
54														
No.	ENGINE CO. 8		ENGINE CO. 9		ENGINE 10		ENGINE CO. 11		TRUCK 1		RESCUE CO. 1			
	Name		Name		Name		Name		Name		Name			
1	Lawrence, Lt. Mark		McLaughlin, Lt. Richard		Veuilleux, Lt. Leo		Chouinard, Lt. Gregg		Martineau, Capt. Hank		Chiasson, Lt. Max			
11	Briggs, Jon		Senechal, Matt		Collins, Dennis		Goupil, Steven		French, Brett		Cote, Paul			
21	Robideaux, David		Ferry, Craig		Lopez, Jon		Philibotte, Steven		Cote, Jason		Guay, Josh			
31					Russo, Joseph		Wescott, Sean		Poulin, Nick		Wilkinson, Jeff			
41														
2	Fitzpatrick, Lt. Richard		Burns, Capt. Brendan		Iverson, Lt. Adam		Starr, Lt. Jon		Prince, Lt. Ken		Planagan, Capt. Joseph			
12	Glickman, Ronald		Seidel, Duane		Meehan, Michael		Knight, Keith		Foley, John		Bagley, Joshua			
22	Duval, Jeff		Pearson, Steve		Pingree, Brennan		Aramini, Timothy		Monroe, Joel		Biron, Andre			
32	Hatfield, Charles				Michael, Joseph		Rouleau, Jason		Gelinas, Gregg		Sheatler, Paul			
42	Pinard, Lt. Denis													
3	Butts, Capt. Joseph		Lamothe, Lt. Matt		Morin, Lt. Robert		Merrill, Capt. Scott		Healey, Lt. Kevin		Parent Lt. Andre			
13	Laroche, Stephen		Beltz, Robert		Skora, Eric		Leafe, Michael		McNeil, James		Plantier, Robert			
23	Beaudin, Joseph		Finagan, Sean		Bodner, Daron		Healy, Kevin		Levasseur, Denis		Langley, James			
33					Garon, Michael		Burkush, TJ		Gamache, Chad		Monnelly, Andrew			
43														
4	MacDowell, Lt. Jeff		Cashin, Lt. R		Patten, Capt. David		Kelly, Lt. James		Couture, Lt. John		Franggos, Lt. Peter			
14	Potvin, Thomas		Flynn, Ken		Pelletier, Richard		Bolduc, Gregory		Higgins, Mark		Defina, Thomas			
24	Phillibert, Adam		Sullivan, John		Keller, Joseph		Rheault, Michael		Joy, Corey		Barton, Steven			
34					Ludwig, Kurt		Lang, Ryan		McCaffigan, Michael		Gelinas, Keith			
44							Holdredge, Lt. Kevin		Aboshar, Scott					